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GRADED READINGS IN GREGG SHORTHAND

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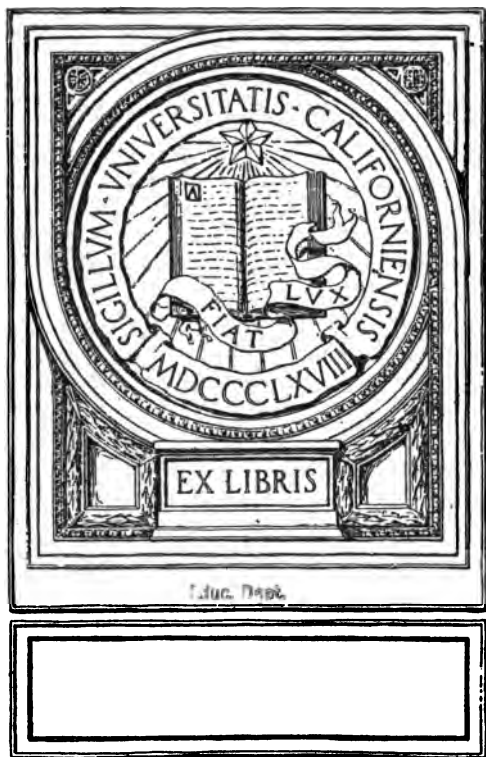


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LICE MARGARET HUNTER

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Graded Readings in Gregg Shorthand

By ALICE MARGARET HUNTER

UNIV. OF
CALIFORNIA

THE GREGG PUBLISHING COMPANY

New York

Chicago

San Francisco

Z56.
11 15 H2

SHORTHAND PLATES WRITTEN BY
GEORGIE GREGG

TO VNU
ABROUAD

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GREGG PUBLISHING COMPANY

A-5A

INTRODUCTION

GRADED READINGS is a collection of graded letters and short stories and articles designed to supplement the GREGG SHORTHAND MANUAL. It is especially adapted for use in Junior high schools and with classes of younger students, though it is believed that the book will meet the requirements of any shorthand class, and that it will add value, interest and variety to the work.

Shorthand teachers have long recognized the need for simple, interesting well-graded reading material which could be used from the very beginning of the work. GRADED READINGS will meet this need.

The material on the first three lessons consists of short paragraphs. Simple letters are introduced in Lesson Four, and Lessons Four and Five are a combination of shorthand paragraphs and easy letters. The material on Lessons Six to Ten inclusive is made up wholly of easy business letters. In Lesson Eleven simple literary matter is introduced, and the material from this point on through Lesson Twenty is a combination of business letters and literary matter.

There are six pages of shorthand on each lesson in the MANUAL. The shorthand plates on the first five lessons are written in a large, bold style, as it is believed that this is much easier for beginners to read, as the forms stand out much more clearly and consequently make a deeper and more lasting impression. Smaller notes have been used from Lesson Six on to familiarize the student with the proper writing size.

The material on the first lessons is necessarily very simple in character on account of the limited vocabulary. The introduction of shorthand in the grades and in Junior high schools has created a demand for some material of this kind and older students will readily understand the necessity and the advantage of simple, connected matter in the early stages of the work.

Names and addresses are introduced in some of the letters in Lesson Four, and from Lesson Seven on the names of states are used. As the shorthand form in most cases follows the longhand abbreviation, students will have no difficulty in reading these state names and their introduction makes it possible to assign the letters for exercises in transcription and arrangement as soon as the students are far enough advanced in typewriting to do the work.

The method in which this book is used must be determined by the needs of the class and the time at the teacher's disposal. In some schools it will be used as supplementary reading work, one period a week being devoted to it. It may be used either for sight reading or assigned as home work for class reading and dictation material. The material will be found well adapted for blackboard dictation, either as new or practiced matter.

In classes where the conditions make possible little or no outside preparation, GRADED READINGS will be particularly welcomed by the teacher, as it is in these classes that it is difficult to hold the pupils' interest and to show them that they are progressing from day to day. It is always a great source of encouragement to students to find that they are able to read fluently, and particularly that they are able to read and write simple letters and simple connected matter long before they have completed their study of the principles.

Some teachers believe that more can be accomplished in both reading and writing shorthand by having students do much reading and little writing practice during the first few weeks. Correct forms are firmly fixed through reading. The simple characters are memorized and the rules for joining them become familiar to the students by seeing them applied in many simple words. The exponents of the theory believe that when students begin to write after a few weeks they do so readily, and that their initial writing is much better both in style and in theory. This method of course necessitates a period of intensive writing drill when writing is once begun.

Sample pages of GRADED READINGS have been used in the public schools in Columbus, Ohio, and in Oakland, California, with classes of young students with gratifying results. They have been used with older pupils in the Bushwick and Julia Richman High Schools and in the War Emergency Courses, New York City, and in Gregg School, Chicago. We believe that the completed book will find a place of its own in classes in Gregg Shorthand and that its use will mean more rapid development in both the reading and the writing ability of shorthand students.

The selections on commercial products are based on "Industrial-Commercial Geography of the United States," by L. C. Rusmisl (The A. N. Palmer Company), and the sketches of the lives of prominent Americans on material found in "The Makers of Our History," by John T. Faris (Ginn and Company).

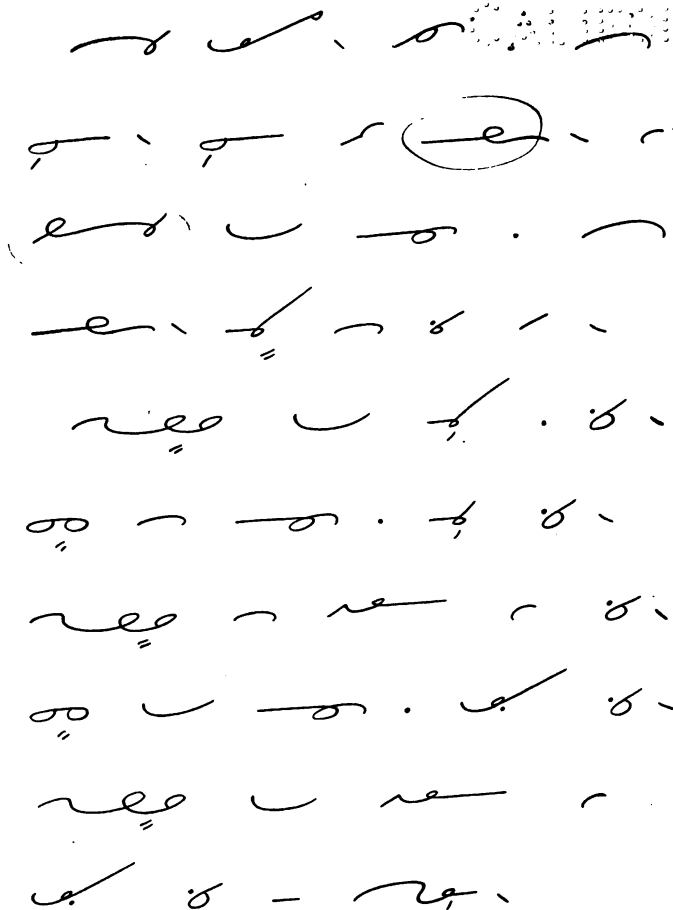
The fables used from Lesson Eleven on were adapted from Æsop's Fables. Acknowledgment is also due Mrs. J. P. Peterson, Humboldt College, Minneapolis, Minnesota, for "A Vacation Trip," on which the geographical drill in Lesson Twenty is based.

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FIRST LESSON



TO THE
 ALPHABET

or - re - r - r

or - re - r - r

or - re - r - r

or - re - r - r

or - re - r - r

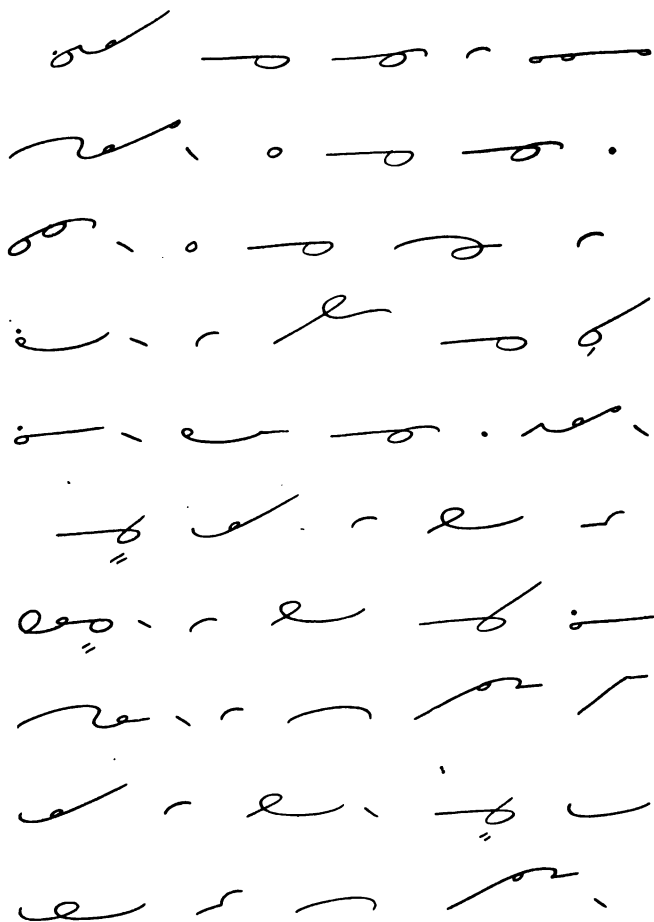
or - re - r - r

or - re - r - r

or - re - r - r

or - re - r - r

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 n f - re e
 - r - re e
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 f r o i e u re
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 o r g , i g o
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 e r e - e

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 o , . z e r e o ,
 e r - r f ,
 g , u o , o ,
 . z e u d .
 p o r e o , f ,
 z e u i - e ,
 z e u d , r e
 u - n o . f ,

SECOND LESSON

u r u . l . p
 o . r o y
 e , p b . t
 r p l o t u .
 L u (1) o s -
 p o . u r y
 - r p t b .
 . u l l y b
 y - e - b .
 u p . e l y

o d d i u r .
 (y) — c u r
 . h . i . o o d
 . h f r — l h .
 f u o . o r .
 . r . o f d
 — h e e i
 c r . . i u y
 r e p . r y f
 f l r — i e .

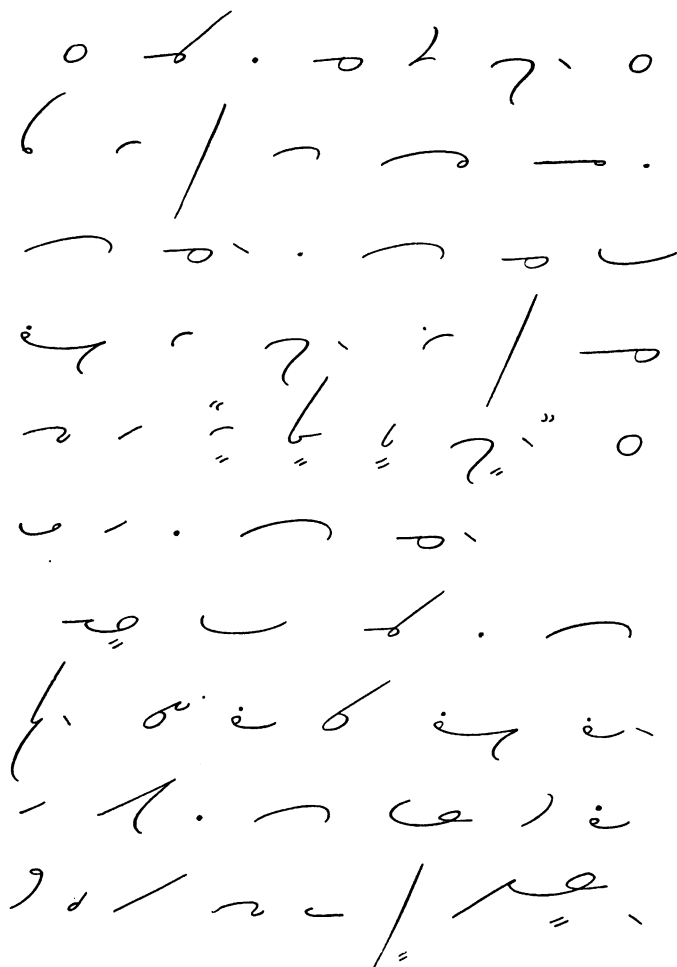
) , r f y (~ .
 o . 2 b s . i . i
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 ~ (o) , r b .
 i () f ~ y .
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) f . e d l y .

a g f r w
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 c f - d g f -
 g - f e
 c o . l r w
 r o n (o - . l
 y f - g f f
 n - n - c l
 r z r w o b
 g - y l - . b

. 2 c y ~
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 . a. h. g. ~
 e. r. c. h. y.
 f. e. y. d.
 y. ~ c.
 . h. ~ c.
 h. d. ~ h.
 o. ~ o. ~ o.
 ~ o. p. 2 h.

r o o u o r f
 r l y b . r l o o
 r o o l r r .
 e e u n l i g
 . e l r r y .
 e o e r f b
 l y u n f .
 l y u o . r y l
 o o l f b y
 o . f .

THIRD LESSON



. c c 2 : 1
 . u d . o - o e .
 - f) e - p .
 - 2 c { ~ p
 - b - b y l r
 - o - 2 l - b - y
 - b - l - o - o . r
 - r - 2 . b . y
 2 2 - r r 1 b .
 - r - b - r -

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 p u h e u r
 i s e . r e u
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 r / u o . o
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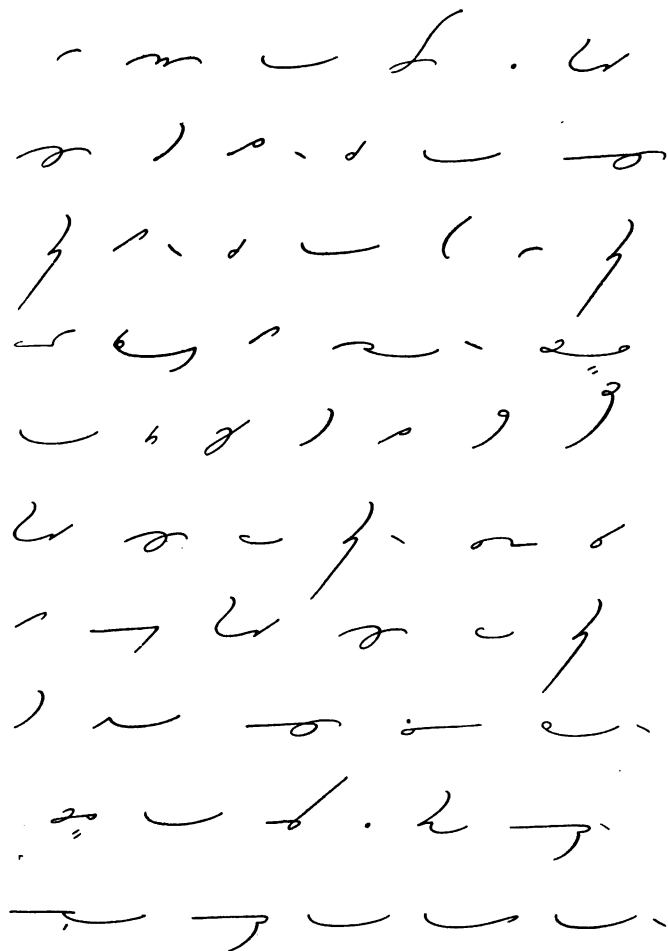
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 n u d u o
 pe u d n r
 y. u r ne x o pe
 u n r y l d n
 pe u d. v
 b. y u u l

THE BALL GAME

i r n " c h ! c
 h ! " r s z f u
 c . n s (o
 b i e s n f i
 f u f i u s
 h y r f i c
 s u c u r y
 u s " s r i c
 s) h u s r

h " f a i . i r r
 " " ! -) f ! "
 f r r r h .
 r r r r r .
 2 r r r r
 i . o b r r 2
 f r r . 2 h .
 r r h r f
 r y r y r
 r r r y -

FOURTH LESSON



n a u . . l

n y t u a u .

e - a r . -

n y t x d - r

- t - . l y .

n - r - u i

f - e x . e . e .

- a e . o a -

i e r - u .

y u i r i .

THE PONY

p b . e b n
 p b e i t e
 g i (o t g i -
 b e l r i n
 b . b o r i s
 b t y - i
 s l r b o t r
 b o r i t w l
 n b b b e i

The young
 boy - but
 the - be -
 e - n - b -
 o - i - m -
 m - t - i -
 b - o - t - y - i -
 o - b - e -
 i - t - i -
 e - r - t -

BUSINESS LETTERS

1. *Dear Sir,*
I have the honor
to acknowledge the receipt
of your letter of the 10th
inst. in relation to
the order for the
supply of the
materials for the
construction of the

FIFTH LESSON

o / , r . n g
 L n . o z , - r -
 n o o t . g , g , e
 - o d L L n o
 r g , p .

e r e n g . f
 e , z e n . o
 b . b e n . r r
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e e y , c e . l
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 a c a . a - l c
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 e l a a o - l y
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 y l - - a -

A TRIP

a E — f h —
 s . — r — e —
 1 2 — 3 — 4 — e —
 5 6 — 7 — 8 — e .
 9 10 — 11 — 12 —
 13 14 — 15 — 16 —
 17 18 — 19 — 20 —
 21 22 — 23 — 24 —
 25 26 — 27 — 28 —

1 2 3 4 5 6
 7 8 9 10 11 12
 13 14 15 16 17 18
 19 20 21 22 23 24
 25 26 27 28 29 30
 31 32 33 34 35 36
 37 38 39 40 41 42
 43 44 45 46 47 48
 49 50 51 52 53 54
 55 56 57 58 59 60

BUSINESS LETTERS

3. — ~~h~~ d ~~h~~ e — e — u
 h o / r z . f r
 e l — c h o u — u
 h — i n r l ,
 c o — y — u — o o
 o r o h z . z i o n
 (— ~~h~~ — y n r — h h
 — z — o z y y e
 y o r o h z — c r
 — h o g c h o o d
 e o —

4. — i e n e b e o /
 1 r . 6 . 3 b 1 — . o
 1 . 6 . 1) 3 1 n e . r
 1 o n e — r 4 4) 1 .
 o (o e 3 — 2 —
 a r r 3 — n e . 1 .
 — — r x) — . 1 —
 b 1 — x — . 1 —
 1 x 9 — 1 . 4 e — n
 9 . 2 — e e x i r
 . 6 . 1 3 2 . 1 o e
 — c i —

SIXTH LESSON

BUSINESS LETTERS

5. / - 6 . 7 6 , 9 10
 11 . 12 . 13 - 14 15 16
 17 18 19 20 21 22 23 24
 25 26 27 28 29 30 31
 32 33 34 35 36 37 38
 39 40 41 42 43 44 45
 46 47 48 49 50 51 52

6. / . 2 3 4 5 6 7
 8 . 9 10 - 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31 32 33 34
 35 36 37 38 39 40 41
 42 43 44 45 46 47 48
 49 50 51 52 53 54 55

7. 1 0 i p . 9 b . 2 {
 r p . , , n . n i {
 - h 2 x a . 7 0 0 6 / {
 - 1 i . h n o n . e e .
 o 1 ~ / 7 e . i . h

8. 1 e n . 1 . h 2 2 3 0
 6 . , - o . o u . 6 - 6 ✓
 , 4 2 x 1 1 . h -) ✓
 (- 2 9 y 2) - 3 2 ✓
 - n u l 1 . h u . u ✓
 y 2 d - x 6 2 7 - ✓

9. 1 e n . 6 - x -
 4 - 2 6 . x 0 6 n 6 . n n

n a n e , n . n . } er
) . . u b - h l e r n
 y . l d k - a n r r
 . u e . . u b - r

10. f l p y - r - g

n n n e r k n .
 n e , n o l , a r
 . h r , h e u r , . o
 b e r n s t u o n .
 h p n e . u a
 y s n , l , h

11. f r - o b -) . b r r

l u b x o n b r o a

n r e b j u z v p l e n
 n o o n y z e
 n e i n

13. — l e n / o b i n
 n p r — b o n d e
 n n — e — l i x d
 v r — d x a p i o x
 v (e / o b) d e o r) x
 / o b — d x o r o o o
 e d b r 9 b e — d
 n e v o i o r x o b o . —
 o u ? — d l . l n ?
 n n v p o l i x h

14. *the most
 important
 reason
 for the
 development
 of the
 human
 mind
 is the
 use of
 language
 in the
 social
 environment
 of the
 child
 in the
 early
 years
 of his
 life
 the
 child
 learns
 to
 use
 language
 as a
 means
 of
 communication
 with
 others
 and
 as a
 means
 of
 expressing
 his
 own
 thoughts
 and
 feelings
 the
 child
 learns
 to
 use
 language
 as a
 means
 of
 solving
 problems
 and
 as a
 means
 of
 learning
 about
 the
 world
 around
 him
 the
 child
 learns
 to
 use
 language
 as a
 means
 of
 expressing
 his
 own
 thoughts
 and
 feelings
 the
 child
 learns
 to
 use
 language
 as a
 means
 of
 solving
 problems
 and
 as a
 means
 of
 learning
 about
 the
 world
 around
 him*

SEVENTH LESSON

BUSINESS LETTERS

15. *My dear Sir,*
I have the pleasure to inform you
that the same has been forwarded
to you by the express of the 10th inst.
and will reach you in a few days.
I am, Sir, very respectfully,
Your obedient servant,
J. B. Smith

16. *The first of the
 winter is so cold.
 The snow is so deep
 that the children
 cannot go to school.
 The snow is so deep
 that the children
 cannot go to school.
 The snow is so deep
 that the children
 cannot go to school.
 The snow is so deep
 that the children
 cannot go to school.
 The snow is so deep
 that the children
 cannot go to school.*

17. / - - - - - / . C n
 o n o . - - - - - C . C . C .
 C . C . C . C . C . C . C .
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 - - - - - C . C . C . C . C .
 - - - - - C . C . C . C . C .
 - - - - - C . C . C . C . C .
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 C . C . C . C . C . C . C .
 C . C . C . C . C . C . C .

18. / - - - - - e / - - - - -
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 - - - - - e - - - - -
 e - - - - - i - - - - -
 e - - - - - / - - - - -
 y - - - - - o - - - - -
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EIGHTH LESSON BUSINESS LETTERS

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NINTH LESSON

BUSINESS LETTERS

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 - / o l e u e n e n
 e n / r e u e n " o b o u
 7 n l e u e n / l a l
 7 n l e u e n e o o - n y
 / e n e o o - / d e n e o o
 r b l e u e n e n n
 u o n n ! o n . d b n l x e
 i n e n e n e o 7
 o h l e u e n l

31.

— n e e k — / u b —
 c e n e e e n e p t .
 l n i e e / — b i p
 — a c e n e / o i n —
 e . o — e . n e e o —
 n . i — n — q p / e . e
 n e e e e . i . i c e .
 e . i . e n e e / e e e
 c e n e e e e e e
 i . e . n i l l i n e e
 p i n e e e e . e
 n e e e e e e e e
 — i . e e e e e e e
 e e e e e e e e
 — e . i . e e e

BUSINESS LETTERS

33.

84. / - o o r y - - o u
 1. e 2 9 0 2 o - e a
 e e e e - / u - u b h e
 u - u - u - / (/ u , -
 . h e / e x e b r e u
 . / / m n y 2 - e
 . h e / y o u d / p . 2
 u - u / e o / n k - / / /
 u (p o e b - e) u - e
 u - u - u / (/ / s .
 u 2 - / r e k p , o
 e / / . n o l . / m o e /
 u - u - u - u - u - u
 u - u - u - u - u - u
 h e e o r - h e b

35. / n e . d . q / o i d
 / i b r o o u u r o l
 o a / . 7 j (i y n l r
 r u . d o / n j i n o
 u b r o u r o o o y
 r j i j w n r l (2
 n i b l u o o . i l
 l , n j o d u i g h
 r l , o e . u l u b . l j
 u l r l = y l u z e =
 y j : 10 l 2 ; 15 l 1 1/2 ; 20 l
 l , n o o q u r o o
 n o j l (o 2 u r z o
 u u l 1 y o l j o u o
 l l r o q n l r l b

36. / 9. 2 u m a i n f r
 9. n u b e e m n /
 u e 6 / 8 / 29 / 30. n,
 . 2 r h - 6 o 7. { - . n -
 2 7. 2 4 n e 6 } 2 n
 n n . 2 6 - - n n -
 / e n 9. 2 e m n f r
 / 2 u 1 h n = n . n / n
 . 4 x u / 1 n . 8 , - 6
 / 2 e r 2 o 6 o 6 o .
 2 u r 4. 2 e . e n n
 / n 9. n - n . n e
 - . n n r 4. 1 o e o n n
 o n o - () n n n n
 a x 4 / o n . n h

37. ~ h e d u / s d l n
 ~ e s n e l d o n g o e e l
 d l) e b r s u e u
 g e ~ /) ~ h n r n
 ~ l m e l e u n m n
 e e . ~ y l n o e o r
 d / { n - 1910 ~ g e l 18 -
 { g n e - e r m g)
 ~ l e o r) e l) n - g
 ~ - g e 75 - , n e - g e b
 l . e e ~ -) d - e o o
 u d e - . (o -) f - ~ g r
 ~ e e l y n n) r . b
 ~ e ~ e , e e e e /
) . r n ~ ~)

ELEVENTH LESSON

BUSINESS LETTERS

39.

[illegible]

40. — y e n e t — 74
) 1 2 , (e , n l ~ u u
 e o 7 a — e 0 9 . () 6 n
 d ~ e y y ✓ n b , c b —
 — 9 o m (5 e e e b
 r f , ✓ 9 . e , e e n .
 9 — b y y . — n n m b
 9 ~ — e) r l 7 y l
 r , n n b e e e e . l . g ,
 b — 0 n , c o l l e m , o
 e . t n — 7 e — v a . l {
) e (n n n n n b { o . l
 b m . n l , n) . y n v
 (e) h) — n o — e l
 . e y n . e o n d e . h

THE DOG AND HIS SHADOW

. f . b . - . s . f . u . s . e . n e
 . n e (n e . c e . n e . - . o . i
 . o . n . f . - f . a . r . f . u . s . -
 . s . o . - f . n e . n e . n e . o . e
 - n e . s . o . - s . o . n e

THE CROW AND THE PITCHER

. n e . s . o . n e . n e . n e . n e
 . b . i . f . e . n e . n e . n e . n e .
 . e . s . o . n e . n e . n e . n e . n e .
 . n e . n e . n e . n e . n e . n e .
 . n e . n e . n e . n e . n e . n e .
 . n e . n e . n e . n e . n e . n e .
 . n e . n e . n e . n e . n e . n e .
 . n e . n e . n e . n e . n e . n e .

THE HARE AND THE TORTOISE

[illegible]

THE LION AND THE MOUSE

. ١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

TWELFTH LESSON

BUSINESS LETTERS

42 b h n o r e y t r
 u e r u l h s i r e
 n r y o r o u o
 d g e o u a b n r
 (r e r) r o e } e g
 n r) o } a r b r e r
 o o u r z e o o u n n
) e u r r r e y t
 r d e y r r (r o r e h
 g (r o l a r n u u r
) r e r y r r r r h r
 n d r e a r e r r r
 r d y e o b o u n r
 o o a n i n g r

THE GOOSE WITH THE GOLDEN EGGS

The goose with the golden eggs
 was very rich and
 had a large house and
 many servants. One day
 he was out walking and
 found a small old woman
 sitting on the ground.
 She was very poor and
 had no food. The goose
 took pity on her and
 gave her some food.
 The old woman thanked
 him and said that she
 was a witch. She said
 that she would give him
 a magic egg if he would
 let her live in his house.
 The goose agreed and
 the old woman lived with
 him for many years.
 One day the old woman
 gave him a magic egg.
 The goose was very
 happy and he kept the
 egg in a safe place.
 One day the egg hatched
 and a small goose came
 out. The goose was very
 surprised and he took
 care of the small goose.
 The small goose grew
 very big and it laid
 golden eggs. The goose
 was very rich and he
 lived happily ever after.

COTTON

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

THIRTEENTH LESSON

BUSINESS LETTERS

45. — — — — —

Dear Sir,
 Please send
 me the
 price of
 the
 goods
 you
 have
 for
 sale.
 Yours
 truly,
 J. M. Smith

SILK

[illegible]

FOURTEENTH LESSON

BUSINESS LETTERS

47. I have the pleasure
 to acknowledge the receipt
 of your letter of the 10th
 inst. in relation to the
 matter of the 10th inst.
 and in reply to inform you
 that the same has been
 forwarded to the proper
 authorities for their
 consideration. I am,
 very respectfully,
 Yours,
 J. H. Smith

48. *Handwritten cursive text, likely a sample for handwriting practice. The text is written in a fluid, cursive style and appears to be a continuous passage, possibly a letter or a short story. The handwriting is consistent and legible, showing the characteristic loops and flourishes of cursive script.*

THE OLD MAN AND HIS SONS

[illegible]

WOOL

a r r r r r r r r r r
 r r r r r r r r r r
 r r r r r r r r r r
 a r r r r r r r r r
 - r r r r r r r r r r
 r r r r r r r r r r
 b r r r r r r r r r
 r r r r r r r r r r
 e r r r r r r r r r
 s r r r r r r r r r
 a r r r r r r r r r
 a r r r r r r r r r
 a r r r r r r r r r
 a r r r r r r r r r

FIFTEENTH LESSON

BUSINESS LETTERS

50. Any of the following letters
 will be found in the following
 letters. The letters are
 as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.
 The letters are as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

52. *[Handwritten text in a cursive script, likely a letter or document.]*

JOHN QUINCY ADAMS

b n b e n n n n
 n 9) n . y , n i) C
 — n . n) n . n b
 — b n n n n n n
 n n . n / n n n
 — n n 2 n n n
 n — n . n . n . n
 n 2 n) n . n — n
 . n . n n n n n
 , n n n . n n n
 n 2 , n) . n) n
 b n b n — n n
 n n) n n n ,
 (n . n b) . n , n

SIXTEENTH LESSON

BUSINESS LETTERS

53. I am writing to you
 to inform you that I have
 received your letter of the 15th
 and am glad to hear from
 you. I am sorry that I cannot
 give you the information you
 desire at this time, but I
 will try to do so as soon as
 possible. I am sure that you
 will understand my position.
 I am very sorry that I cannot
 give you the information you
 desire at this time, but I
 will try to do so as soon as
 possible. I am sure that you
 will understand my position.

54. — ou / bu y — U v. r r
 / e i c l. b n / r. d g
 . k o b o , j x e r m r —
 y — r / b d a / / ? a
 u r b t — a m r d g o
 j o r g — ! . o r , o o b b
 t — r d f f p r u , u /
 k b r r d u r k k r
 r d i ! p . j u e r ,
 r — o b . e o g / r — r
 r . o r d o y i / b — e
 b o r r f o i t . u — k
 r e . l j — c o r o b
 o b r u r y u z , o z .
 y r r / p / r r r . b

55. *There is a great deal of
 difference between the two
 kinds of work. The first is
 the kind of work which is
 done by the hands and arms
 and the second is the kind of
 work which is done by the
 mind. The first kind of work
 is the kind of work which is
 done by the hands and arms
 and the second kind of work
 is the kind of work which is
 done by the mind. The first
 kind of work is the kind of
 work which is done by the
 hands and arms and the second
 kind of work is the kind of
 work which is done by the
 mind.*

DANIEL WEBSTER

[illegible]

IRON AND STEEL

[illegible]

BUSINESS LETTERS

56. On 22-2-72.
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837.

57. — c n e w l l e e l w
 o n w u r a r o a t. —
 e x f. 2 o ! — n e r o a t. e
 u t o u l d n e r o d o
 b e t. n. y) R. — d f r
 b e u a a a a a a a a a a
 w e z o u l n e l j
 a y r o n o r e . . o r n
 a p — e g s t l e w
 a u l f o n e l. R
 . l. e. o — g — l y . w
 s r h. l f l n e . — y. e.
 d, n l f y u r n h — d
 a b o o a w y c b o d w
 a g e o a x r

58.

2 a h 9 "6 b e b i t c e"
 m 9 m o n 2 r d n e 2
 e e n n 2 r i n . ' t h .
 1 3 1 2 l 2 r n b
 t c e e e m n n e e
 t g o f n d 1 . l r .
 g . o 1 . 2 r n 3 b n . n t
 e n 2 1 7 n 6 2 - 1 m n
 - b e n - 6 () n . l r y
 1 m n 2 e t . 9 3 - 1 r
 e y 2 n m n 2 e r n
 . b e n n d n 2 - 10 b e
 o m n t n n l r 2
 L o n n o n 2 x b

THE HONEST WOODMAN

. — 2 . . n r L . . y (
 h u . . o y L . . i n r
 v l 2 n V . . t s r u
 n . o t r L . . y b .
 y e (— i n — n — o !
 i n t n — y g r V
 i b . . n o t i n — t
 y n . n e y . . y g . n (
 i b . . y o n o : — y o
 o i 4 2 y . . g . s (i b
 b o r — b u . n — b —
 n o n b i g y e e
 o . o o . o — b — n
 i y o g . y i . y

GEORGE WASHINGTON

I have the honor to acknowledge the receipt of your letter of the 11th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. I am, Sir, very respectfully,
 Your obedient servant,
 George Washington

COAL

[illegible]

BUSINESS LETTERS

LESSON 18

61. — near i g o / /
 near ey p e re ex
 / p re ex — e o q ue u
 u. o l n e o h. e. r —
 e = l e y d s — p. E. n.
 . g u. h) i b — s l u
 l a s , p l / e o s — s g e
 . r u a d 2'. p. u — e y 2
 u s n e — l o r t u e o —
 g = / (p. h , n r t , u) e
 (e) h e — y h) r (r — h o
 e (. — u — e h , 2 , r — e ?
 r o . s' r . e) u p — s h
 n s b (e) e — s m r ? r o
 . e —) h (e) , i — , r

ROBERT E. LEE

Handwritten notes in Urdu script, likely bleed-through from the reverse side of the page.

NINETEENTH LESSON

BUSINESS LETTERS

62. — y x z b / . e r
 (L z u z o e r /) e b
 / . e / . (e . . x / y = p
 x - " - " z / z " n z j - -
 z / e u r . o d . o e r
 e b e r r p = e e e e
 e z z e e e - e z / e
 / e r z e - j u e e e o
 e z / e m . e r o d /)
 x m e o . e d . (/ e o
 e e - . e (/) e
 . / e z / j u e e e o /
 e z / (e r e m e . - z
 e . m e o x b

THE WOLF AND THE LAMB

. i n y w o l f . . e m . .
 n e / v e l e y e r) o .
 - , b . " i m (p . r v
 o n . m x " 2 e v o r e a " b
 b o " o o r e a " v e .
 b n e u l e v - " " o . 2 "
 v n y " (n e l e v o b o
 b . m " (e - b " y r e a .
 " i / . b r " r a i n y " i n
 / i o y b " o r e a " o o r e
 " y r n y " i o n / o r n y "
 . r v i b e a n y r v
 / o n . (/ e b o . e o
 " e n e) . e e . "

ULYSSES S. GRANT

۱۸۶۴ ۴۰۰۰
 ۱۸۶۵ ۴۰۰۰
 ۱۸۶۶ ۴۰۰۰
 ۱۸۶۷ ۴۰۰۰
 ۱۸۶۸ ۴۰۰۰
 ۱۸۶۹ ۴۰۰۰
 ۱۸۷۰ ۴۰۰۰
 ۱۸۷۱ ۴۰۰۰
 ۱۸۷۲ ۴۰۰۰
 ۱۸۷۳ ۴۰۰۰
 ۱۸۷۴ ۴۰۰۰
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PETROLEUM

The petroleum industry is a
 very important part of the
 economy of many countries.
 It provides the energy needed
 for transportation, industry,
 and many other uses. The
 industry is also a major source
 of revenue for many governments.
 However, the industry has
 been criticized for its role in
 environmental pollution and
 the depletion of natural resources.
 Despite these criticisms, the
 petroleum industry remains a
 vital part of the world economy.
 In the future, it will continue
 to play a significant role in
 the development of many
 countries.

TWENTIETH LESSON BUSINESS LETTERS

64. *Dear Sir,*
I have the pleasure to
acknowledge the receipt of
your letter of the 13th inst.
in relation to the
order for the purchase of
the same. The same has
been forwarded to the
proper authorities for their
consideration. I am,
Sincerely yours,
J. H. Smith

ABRAHAM LINCOLN

The following is a transcription of the handwritten text in the image, which appears to be a cursive script. The text is arranged in 12 lines, with some lines starting with a capital letter. The script is highly stylized and difficult to decipher, but it appears to be a form of shorthand or a very fast cursive.

The first line begins with a capital 'A'. The second line begins with a capital 'T'. The third line begins with a capital 'I'. The fourth line begins with a capital 'W'. The fifth line begins with a capital 'H'. The sixth line begins with a capital 'I'. The seventh line begins with a capital 'T'. The eighth line begins with a capital 'I'. The ninth line begins with a capital 'T'. The tenth line begins with a capital 'I'. The eleventh line begins with a capital 'T'. The twelfth line begins with a capital 'I'.

a b c d e f g h i j k l m n o p q r s t u v w x y z
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
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 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120
 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140
 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160
 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180
 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

POTTERY

1. The first thing I noticed when I stepped
 out of the car was the smell of the sea. It was
 a fresh, salty breeze that made me feel like I
 had been in a different world. The sun was
 shining brightly, and the water was a deep
 blue. I had heard that the beach was beautiful,
 and now I knew it was true. The sand was
 soft and warm, and the waves were gentle.
 I had come here for a vacation, and I was
 finally relaxing. The beach was perfect for
 a family vacation. The kids were playing
 in the sand, and the adults were sitting
 under the umbrellas. The beach was a great
 place to spend a day. The weather was just
 what I needed. The beach was a beautiful
 place to spend a day. The weather was just
 what I needed. The beach was a beautiful
 place to spend a day. The weather was just
 what I needed.

A VACATION TRIP

I have been thinking of you
 very much lately and wondering
 how you are getting on. I hope
 you are well and happy. I
 have been very busy lately
 but I have managed to find
 some time to write to you.
 I have been thinking of you
 very much lately and wondering
 how you are getting on. I hope
 you are well and happy. I
 have been very busy lately
 but I have managed to find
 some time to write to you.
 I have been thinking of you
 very much lately and wondering
 how you are getting on. I hope
 you are well and happy. I
 have been very busy lately
 but I have managed to find
 some time to write to you.

[illegible]

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